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Security

PET CONTROL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes pet control procedures on Vandenberg Air Force Base (AFB), and applies to all pet owners. It outlines policies and procedures on the various types of pets allowed on base, the number of pets authorized per household, registration and vaccination requirements, the impoundment of loose pets, pet removal, animal bites, the adopt-a-pet program, and the spay and neuter program. This instruction requires the completion of 30 SW Form 313, **Animal Impoundment/Release Record**, to effect the release of animals. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this publication are: Title 5, U.S.C. 301; Title 10, U.S.C. 8012; and Title 44, U.S.C. 3101. Forms affected by the Privacy Act have an appropriate privacy act statement or one will be provided upon request. System of records notice F03002 and F12503 apply. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 33-360, Volume 2, **Forms Management Program**, affects this publication.

SUMMARY OF REVISIONS

Clarifies procedures for maintaining stray animals on the base. Outlines new procedures for transferring stray animals to the Santa Barbara County Animal Shelter, located in the city of Lompoc. Revises pet removal procedures.

1. Responsibilities:

- 1.1. Pet owners will obey all rules in this instruction. Repeat offenders may have their pets permanently removed from the base or may have to vacate base quarters.
- 1.2. Security Forces will enforce this instruction and are responsible for picking up stray animals.
- 1.3. The attending veterinarian immunizes and licenses dogs and cats at the owner's expense. The attending veterinarian will destroy animals, which remain in the stray animal facility for more than ten

days. **NOTE:** When the stray animal facility is full, the veterinarian will consider destroying animals sooner than ten days.

2. Limitations:

2.1. The following domestic pets are permitted on base:

2.1.1. Dogs.

2.1.2. Cats.

2.1.3. Birds.

2.1.4. Fish.

2.1.5. Common caged pets (guinea pigs, hamsters, non-venomous snakes, lizards, etc.).

2.1.6. Asian pot-bellied pigs, with the following restrictions:

2.1.6.1. Must be pure bred and cannot exceed 80 pounds.

2.1.6.2. Breeding is prohibited. Females will be spayed and males castrated.

2.1.6.3. No more than two are allowed in each household.

2.2. Non-domestic animals (wild or exotic) such as squirrels, gophers, badgers, raccoons, ferrets, venomous snakes, etc., are not permitted as pets on base.

2.3. Keep hooved animals (horses, donkeys, etc.) at the Vandenberg Saddle Club stables with the permission of the club custodian.

2.4. No more than three pets (excluding common caged animals) are permanently permitted in any household. Exceptions must be approved in writing by the installation commander or designated representative (30 SW/CC, 747 Nebraska Ave, Suite A200-1, Vandenberg AFB CA 93437-6261).

NOTE: Newborn cat and dog litters under 12 weeks old do not require written approval from the installation commander. However, animals over 12 weeks old must be registered through the base veterinarian office.

3. Control of Pets:

3.1. Pet owners and custodians will keep their pets from:

3.1.1. Biting or scratching any person or another pet.

3.1.2. Creating a public nuisance or disturbance.

3.1.3. Destroying property.

3.2. Pets will be controlled by:

3.2.1. A suitable leash, harness, or by physically holding them.

3.2.2. Keeping them in a house.

3.2.3. An enclosed yard or chain in good repair and short enough to prevent contact with anyone walking on sidewalks.

3.2.4. Keeping them in a vehicle for temporary restraint. **NOTE:** Do not leave pets in unattended (parked) vehicles.

3.2.5. Kennels or cages.

3.2.6. All pet food should be stored inside a storage area where wildlife cannot gain access.

4. Procedures:

4.1. Immunizations. Vaccinate all cats and dogs against rabies with a vaccine listed in the Rabies Compendium as having a three year duration of immunity. Vaccinate cats at three months of age and one year later, then every three years thereafter. Vaccinate dogs at four months of age, one year later and every three years thereafter. Asian pot-bellied pigs will be vaccinated for erysipelas, leptospira, and atrophic rhinitis, with yearly revaccinations.

4.2. Licensing and Display of Vaccination Tags. Once vaccinated, the veterinarian office provides each pet owner with a certificate of vaccination and metal license tag. Attach the license tag to a collar and display around the pet's neck at all times. Register all cats and dogs with the US Army Veterinary Treatment Facility (30 MDG/SGV, Bldg. 10314, Community Loop, Vandenberg AFB CA 93437-6007) on base within 30 days of the pets arrival. This must be done regardless of where the pet was vaccinated.

4.3. Impounding of Pets. A pet found running loose is evidence the pet owner or custodian is not properly controlling their pet. The Security Forces will impound all loose pets and complete a 30 SW Form 313, **Animal Impoundment/Release Record**.

4.3.1. If a captured pet has a collar with proper license tags, the Security Forces may check the registration files and attempt to notify the owner. Pets without tags will be placed into the stray animal facility.

4.3.2. All stray animals shall be held at VAFB (Bldg. 11478 located just off Utah Avenue on Wagon Wheel Road) for one day (a minimum of 24 hours) to allow the owner to reclaim the animal at the base.

4.3.3. When the initial holding period of 24 hours has elapsed, the Santa Barbara County Animal Shelter (SBCAS), 1501 W Central Avenue, Lompoc, California will receive those animals not collected by their respective owners. The SBCAS will receipt for animals via 30 SW Form 313, **Animal Impoundment/Release Record**.

4.3.3.1. The SBCAS will hold the animals for the specified time period established by the state of California or until such time the animals are adopted, redeemed or euthanized.

4.3.3.2. Owners of pets that have been transported to the SBCAS will abide by the laws of the county and pay any and all fines required by the county.

4.4. Failure to Control Pet violations. When a pet is claimed on base, its owner will pay an impoundment fee of twenty dollars. Fifty cents will be charged for each additional day the animal is kept after the day of its impoundment.

4.4.1. When owners claim pets, they will be issued a failure to control pet letter and sign the 30 SW Form 313 acknowledging they will pay the impoundment fee within 72 hours. The Security Forces will then complete DD Form 1131, **Cash Collection Voucher**. The Owner will take voucher to base finance office located in building 11777 and make payment.

4.4.2. After payment of fees, the owner must return a copy of the DD Form 1131 to 30 Security Forces Reports and Analysis (30 SFS/SFAR) section in Bldg. 13675.

4.4.3. The stray animal facility is not a “holding kennel” for pets of personnel on leave or on temporary duty (TDY). In addition, owners will not leave their pets at the stray animal facility when they no longer want them.

4.5. Animal Bites. The Security Forces immediately investigates all reports of on-base animal bites or scratches and will try to catch the pet and identify the owner. If owner is identified they will be issued a memorandum titled “Notice of Initial Action for Owners of Animals Involved in Bite/Scratch Incident”.

4.5.1. The 30th Medical Group (30 MDG) will immediately call the Security Forces Control Center whenever an individual is treated for animal bites or scratches and will assist the individual in completing DD Form 2341, **Animal Bite Report - Potential Rabies Exposure**.

4.5.2. If a dog or cat is suspected or known to be rabid, immediately contact the veterinarian’s office to see if the pet is registered on base or has a current rabies immunization.

4.5.2.1. If the animal has a current rabies vaccination and bites or scratches an individual, the animal will be quarantined at the owner’s residence or as directed by the base veterinarian until resolution of the incident. For purposes of this action “quarantine” is defined, as not allowing anyone outside the owner’s immediate family to have contact with the pet. While in your yard (to include a fenced yard) it must be under the owner’s immediate physical control.

4.5.2.2. If the animal is unvaccinated, the base veterinarian will quarantine it for ten days, at the owner’s expense, at an approved civilian facility chosen by the veterinary office. When the pet is released, it must be vaccinated against rabies and if the incident has not been resolved the owner must comply with the quarantine instructions in paragraph [4.5.2.1.](#)

4.5.2.3. An owner’s refusal to obey a quarantine restriction will result in an automatic forfeiture of base pet privileges.

4.5.3. The attending veterinarian or designated representative normally examines the animal within 24 hours of the incident.

4.6. Removal of Pets from Base. If a pet is involved in a serious incident, such as an animal bite or scratch, or three or more violations of this instruction within a three-year period, the 30 SPTG/CC will review the incident(s) and may direct the pet to be removed from base. The owner will be notified of the decision within ten days of the incident unless unusual circumstances prevent the 30 SPTG/CC from meeting this goal. When the commander orders the pet’s removal, the animal must be removed from Air Force property and the owner must present proof the pet has been removed. Proof will be in the form of a kennel receipt and/or letter from the person watching the animal with the owner’s commander’s endorsement. Proof must be submitted to 30 SFS, Reports and Analysis, 108 Colorado Ave., VAFB, CA 93437 within 24 hours of receipt of the removal letter. If the owner feels their pet should not be permanently removed, they may appeal the decision to the 30 SW/CC at the time they sign acknowledging the removal. Failure to do so constitutes a waiver of their right to an appeal.

4.6.1. Some of the violations that may cause a pet’s removal are:

4.6.1.1. Owner’s failure to control pets.

4.6.1.2. Unsanitary conditions (on or off the owner’s premises).

4.6.1.3. Failure to vaccinate pet.

4.6.1.4. Disturbance of the peace.

4.6.1.5. Destruction of property.

4.6.1.6. Animal bites or scratches (may be removed after one incident).

4.6.2. If necessary, the installation commander can order occupants to vacate base housing. The Base Housing Office (30 CES/CEH, 794 Utah Ave, Vandenberg AFB CA 93437-6222) is responsible for generating this notice.

4.7. Security Forces Reports. The Security Forces Squadron completes a Failure to Control Pet memorandum for all incidents that violate this instruction with the exception of animal bites. Animal bites incidents will be reported using AF Form 3545.

4.8. Domestic Pets in Transient or Guest Quarters. Pets in transient or guest quarters are not authorized.

4.9. Records. 30 SFS/SFAR keeps records of violations and ensures squadron commanders are informed of violations.

5. Forms:

5.1. Forms Prescribed. 30 SW Form 313, **Animal Impoundment/Release Record.**

5.2. Forms Adopted. DD Form 2341, **Animal Bite Report—Potential Rabies Exposure**, DD Form 1131, **Cash Collection Voucher.**

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Commander